

## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

June 26, 2018

**SUBJECT:** **FIELD DATA REPORTS/COMPLETION AND TRACKING – RENAMED AND REVISED; ISSUANCE AND RETENTION OF FIELD DATA REPORT BOOKS – DELETED; FIELD DATA REPORT, FORM 15.43.01 – DEACTIVATED; RECORD OF FIELD DATA REPORT BOOKS, FORM 15.43.02 – DEACTIVATED; PORTABLE OFFICER DATA DEVICE SYSTEM – DEACTIVATED; CALIFORNIA DEPARTMENT OF JUSTICE STOP DATA COLLECTION FORM – ACTIVATED; AND, OFFICER AND SUPERVISOR AUTOMATED FIELD DATA REPORT COMPLETION GUIDES – ACTIVATED**

**BACKGROUND:** Pursuant to the Racial Identity and Profiling Act of 2015, the Department will be required to expand the circumstances and amount of data that officers must record when stopping or searching individuals beginning July 1, 2018. The new law will also require the Department to provide the data to the California Department of Justice (Cal DOJ) on an annual basis.

Officers are currently required to record stop data consisting of 11 data elements. The new state-mandated system will require up to 43 data elements for each individual detained or searched. Accordingly, the Department has modified its automated data entry applications, forms, and procedures to comply with the new mandates effective July 1, 2018.

**PURPOSE:** The purpose of this Order is to revise and rename Department Manual Section 4/202.02, *Field Data Reports/Completion and Tracking* to *Automated Field Data Reports/Completion and Tracking* and to delete Department Manual Section 3/204, *Issuance and Retention of Field Data Report Books*, in order to comply with state law. This Order deactivates the Field Data Report, Form 15.43.01, Record of Field Data Report Books, Form 15.43.02, and the Portable Officer Data Device System (PODDS). This Order also introduces the California Department of Justice Stop Data Collection Form and the Automated Field Data Report (AFDR) Completion Guides.

### PROCEDURE:

- I. FIELD DATA REPORTS/COMPLETION AND TRACKING – RENAMED AND REVISED.** Department Manual Section 4/202.02, *Field Data Reports/Completion and Tracking*, has been renamed as *Automated Field Data Reports/Completion and Tracking* and revised to conform with current Department procedures, as well as new legislation. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. ISSUANCE AND RETENTION OF FIELD DATA REPORT BOOKS – DELETED.** Department Manual Section 3/204, *Issuance and Retention of Field Data Report Books*, has been deleted.
- III. FIELD DATA REPORT, FORM 15.43.01 – DEACTIVATED.** The Field Data Report has been deactivated due to the activation of the AFDR system. The AFDR is available for use on the Department's Local Area Network (LAN), cell phone application, or the Mobile Digital Computer (MDC).

- IV. RECORD OF FIELD DATA REPORT BOOKS, FORM 15.43.02 – DEACTIVATED.** The Record of Field Data Report Books, Form 15.43.02, has been deactivated.
- V. PORTABLE OFFICER DATA DEVICE SYSTEM – DEACTIVATED.** The PODDS has been deactivated.
- VI. CALIFORNIA DEPARTMENT OF JUSTICE STOP DATA COLLECTION FORM – ACTIVATED.** The Cal DOJ Stop Data Collection Form is attached and shall be utilized by Department employees to document AFDR detention or search data when the AFDR System is inoperable or the officer is unable to access the AFDR System. The purpose of this form is to document the AFDR detention or search data so that the officer can accurately input this information into the AFDR System at a later time when access is gained, or at his or her next regularly scheduled start of watch. Officers shall retain the hard copy Cal DOJ Stop Data Collection Form until the data is entered into the AFDR System. Once the data is entered into the AFDR System, the hard copy Cal DOJ Stop Data Collection Form shall be disposed of in a Department shredder.
- VII. OFFICER AND SUPERVISOR AFDR COMPLETION GUIDES – ACTIVATED.** The current version of the Officer and Supervisor AFDR Completion Guides may be used by officers and supervisors to provide guidance in completing an AFDR.

**FORM AVAILABILITY:** The Field Data Report, Form 15.43.01; Record of Field Data Report Books, Form 15.43.02; and, the Portable Officer Data Device System (PODDS) have been deactivated. All copies of these forms shall be marked "obsolete" and placed into the Area/division recycling bin. The AFDR Completion Guides and the Cal DOJ Stop Data Collection Form are accessible in the AFDR/Incident Tracking System link within the Applications setting on the Department's LAN or within the AFDR folder in the LAPD Applications Launcher (LAN or MDC).

**AMENDMENTS:** This Order renames and revises Section 4/202.02 and deletes Section 3/204 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

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VOLUME IV  
Revised by Special Order No. 11, 2018**

**202.02 AUTOMATED FIELD DATA REPORTS/COMPLETION AND TRACKING.**

***Officer's Responsibilities.*** Sworn personnel assigned to any field, specialized, or investigative assignment (e.g., patrol, task force, detective, and plain clothes assignments) **shall complete an Automated Field Data Report (AFDR) for every person detained or searched regardless of the initial reason for the encounter (e.g., traffic stop, radio call, observation, task force).** All AFDR reports **shall be completed by end of watch or, if exigent circumstances exist, as soon as practicable.**

***Overtime and Off-Duty Assignments.*** The same AFDR completion requirements also apply to officers working any:

- Overtime assignment to include but not limited to Cash Overtime Allotment for Scheduling and Timekeeping (COAST), Metropolitan Transit Authority, or Bureau/Area/division overtime details; and,
- Off-duty uniformed assignment that is pursuant to a Memorandum of Understanding or other contractual relationship with the Department. These off-duty uniformed assignments include, but are not limited to, Dodger games, Staples Center events, and the USC or NFL football game details.

***Exceptions to Completion Requirements.*** Officers are not required to complete an AFDR in the following circumstances:

- Detentions that occur during public safety mass evacuations, including bomb threats, gas leaks, flooding, earthquakes, and other similar critical incidents;
- Detentions that occur during an active shooter incident, such as when an individual is actively engaged in killing or attempting to kill people in a populated area;
- Detentions or searches that occur during or as a result of routine security screenings required of all persons to enter a building, school or special event, including metal detector screenings and any secondary searches that result from that screening;
- Detentions that occur during a crowd control situation in which pedestrians are directed to remain at a location or routed to a different location for public safety purposes;
- Interactions during which persons are detained at a residence only, so that officers may check for proof of age for purposes of investigating underage drinking;
- Checkpoints or roadblocks in which an officer detains a person as the result of a blanket regulatory activity that is not based on an individualized suspicion or personal characteristic;
- Passenger(s) of traffic stops who are not the subject of an investigation or enforcement action (e.g., any person(s) being asked to exit the vehicle simply because it is being impounded);
- The targeted subject(s) of a warrant, search condition, home detention, or house arrest while in their residence; or,
- Consensual encounters that do not result in a search.

**DEPARTMENT MANUAL  
VOLUME IV  
Revised by Special Order No. 11, 2018**

***Perception.*** As set forth below, officers must report their perceptions of specified characteristics regarding the person stopped, detained, or searched. Perception is considered to be the process through which an officer recognizes and interprets sensory information to draw a conclusion about the person being detained or searched. An officer's perception shall be based on personal observations only; he or she shall not ask another person for input or refer to an identification document or other written form to verify information about an individual. Perception can be decided prior to, during or after the detention.

*With respect to the person being detained or searched, the officer shall report his or her own perception regarding the following:*

- *Perceived race or ethnicity of the person detained;*
- *Perceived age of the person detained;*
- *Perceived gender of the person detained;*
- *Whether the person detained is perceived to be lesbian, gay, bisexual or transgender;*
- *Whether the person detained is perceived to have limited or no English fluency; and,*
- *Whether the person detained is perceived or known to have a disability.*

***Multiple Officers.*** When there are multiple officers at the scene and interacting with the detained or searched person(s):

- *Only one officer shall submit the AFDR;*
- *The officer with the highest level of engagement (contact or interaction) is responsible for completing the AFDR; and,*
- *All actions taken by each officer in the detention or search shall be included in the AFDR.*

***Multiple Agencies.*** If more than one agency is involved in the detention or search, the primary agency shall complete all of the AFDRs. If a non-reporting agency, such as the Federal Bureau of Investigation or Los Angeles County Probation Department, is the primary agency involved, a reporting agency, such as the Los Angeles Police Department or Los Angeles Sheriff's Department, is responsible for completing the AFDR(s).

***Completion Requirements.*** Officers shall complete an AFDR electronically on the Department's Local Area Network (LAN), mobile phone application or Mobile Digital Computer (MDC). Current electronic versions of the Officer AFDR Completion Guide and the Supervisor AFDR Completion Guide are available to provide guidance in completing the AFDR. In addition, officers shall provide a Department business card to each person who meets the above criteria as outlined within the Officer's Responsibilities heading and in accordance with Department Manual Section 4/296.01. The business card shall include the date and time of the stop, detention, or search and the last four digits of the related incident number.

***Note:*** If it is determined that an AFDR requires removal from the system, after the AFDR has been uploaded into the server, an Intradepartmental Correspondence, Form 15.02.00, shall be sent to the Commanding Officer, Application Development and Support Division.

**DEPARTMENT MANUAL  
VOLUME IV  
Revised by Special Order No. 11, 2018**

*If the AFDR system is inoperable or the officer is unable to access the AFDR system, the officer shall complete the California Department of Justice (Cal DOJ) Stop Data Collection Form. The purpose of this form is to document the AFDR detention or search data, so that the officer can accurately input this information into the AFDR System at a later time when access is gained, or at the officer's next regularly scheduled start of watch. Officers shall retain the hard copy Cal DOJ Stop Data Collection Form until the data is entered into the AFDR System. Once the data is entered into the AFDR System, the hard copy Cal DOJ Stop Data Collection Form shall be disposed of in a Department shredder.*

***Note:** The AFDR Completion Guides and the Cal DOJ Stop Data Collection Form are accessible in the AFDR/Incident Tracking System link within the Applications setting on the Department's LAN or within the AFDR folder in the LAPD Applications Launcher (LAN or MDC).*

**Recording AFDR Information on Various Activity Reports and Logs.**

*Officers completing an Electronic Daily Field Activities Report (EDFAR) shall document the number of AFDRs (if any are required to be completed) for each incident.*

*Officers completing a Daily Field Activities Report (DFAR), Form 15.52.00, or Traffic Daily Field Activities Report (TDFAR), Form 15.52.01, or appropriate log used by specialized divisions to record field activities shall record:*

- The number of persons contacted during the stop. For example, the C# field on the DFAR/TDFAR shall indicate the number "1" if a single person is contacted;*
- The number of AFDRs completed during the activity/incident. For example, the F# field on the DFAR/TDFAR shall indicate the number "1" if one AFDR is completed; and,*
- The AFDR number generated by the system. For example, the Disposition field on the DFAR/TDFAR shall indicate "AFDR #12345678."*

**Supervisor's Responsibilities.** *Supervisors shall be responsible for:*

- Reviewing AFDRs in a timely manner to ensure that officers are properly completing the AFDR in accordance with the Officer AFDR Completion Guide and Supervisor AFDR Completion Guide; and,*
- Editing or directing the completing officer to revise the narrative portions of the AFDR, when appropriate.*

*The new AFDR system will include data fields that require Department personnel to complete a narrative as it relates to the reason for the stop and basis for the search. The supervisor shall ensure that a legal basis for the detention and search (if applicable) is adequately articulated. In addition, the supervisor shall protect the anonymity of all parties involved by:*

- Ensuring there are no identifying characteristics listed of the person(s) or suspect(s) being stopped (e.g., name of individual, license plate number, date of birth, booking number); and,*

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Special Order No. 11, 2018**

- *Ensuring there are no identifying characteristics listed of the officer(s) involved (e.g., name, serial number, badge number).*

**Watch Commander's Responsibilities.** Watch commanders *shall be* responsible for ensuring that supervisors review AFDRs for *completeness and accuracy in a timely manner.*

**Commanding Officer's Responsibilities.** Commanding officers *shall be* responsible for ensuring that:

- All employees in their command adhere to established guidelines for the *completion of the AFDRs; and,*
- *All AFDRs are reviewed by a supervisor in a timely manner.*

**Application Development and Support Division's Responsibilities.** Application Development and Support Division shall:

- *Process and maintain the AFDR data in an electronic database; and,*
- *Maintain and update the Officer AFDR Completion Guide and Supervisor AFDR Completion Guide, as necessary.*



## STOP DATA COLLECTION FORM

### Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519, and Gov. Code 12525.5

#### PLEASE NOTE:

- The data collected on this form must be electronically submitted to the California Department of Justice (DOJ), Stop Data Collection System by entry into the Web Application or submission by Web Services or Secure File Transfer.
- Please contact your agency's local administrator for instructions on processing this record for submission to the DOJ. If needed, the DOJ can be reached at (916) 210-3305 or [StopDataSupport@doj.ca.gov](mailto:StopDataSupport@doj.ca.gov).
- If multiple persons are related to one stop, complete a separate form (sections III–IX) for each person and report as one incident.
- If the stop involves a student at a K–12 public school, then some fields may have additional options available for reporting. These items are noted with an asterisk (\*), and shown in *red italics*.

I. REPORTING OFFICER	AGENCY ORI:		OFFICER ID:		OFFICER'S YEARS OF EXPERIENCE:	
	OFFICER'S TYPE OF ASSIGNMENT: <i>(Select one)</i>					
	<input type="checkbox"/> Patrol, traffic enforcement, field operations	<input type="checkbox"/> Roadblock or DUI sobriety checkpoint	<input type="checkbox"/> Investigative/detective			
	<input type="checkbox"/> Gang enforcement	<input type="checkbox"/> Narcotics/Vice	<input type="checkbox"/> Other			
	<input type="checkbox"/> Compliance Check	<input type="checkbox"/> Task Force	<i>If other, specify:</i> _____			
	<input type="checkbox"/> Special Events	<input type="checkbox"/> K–12 Public school				
II. SETTING	DATE: (MM/DD/YYYY)		TIME: (HH:MM use 24 hr clock)		DURATION OF STOP: (minutes)	
					RESPONSE TO CALL FOR SERVICE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	LOCATION: <i>(Report as: Block number and street name; or closest intersection; or highway and closest highway exit. If none of these are applicable, please report a road marker, landmark, or other description. Do not provide the exact address of a residence)</i>					
	CITY: <i>(If City is not applicable because stop occurred in unincorporated area, report the County)</i>				COUNTY: <i>(Only required when City is not applicable)</i>	
	IF STOP OCCURRED AT A K–12 PUBLIC SCHOOL, REPORT SCHOOL NAME:				IS PERSON STOPPED A STUDENT? * <i>(Only complete if stop is at a K–12 public school)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
III. OFFICER PERCEPTION OF	PERCEIVED RACE OR ETHNICITY: <i>(Select all that apply)</i>					
	<input type="checkbox"/> Asian		<input type="checkbox"/> Middle Eastern or South Asian		<input type="checkbox"/> Pacific Islander	
	<input type="checkbox"/> Black/African American		<input type="checkbox"/> Native American		<input type="checkbox"/> White	
	<input type="checkbox"/> Hispanic/Latino(a)					
	PERCEIVED GENDER: <i>(When applicable, you may select "Gender nonconforming" as the only value or in addition to one of the other values)</i>					
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender man/boy	<input type="checkbox"/> Transgender woman/girl	<input type="checkbox"/> Gender nonconforming	
	PERCEIVED TO BE LGBT? <input type="checkbox"/> Yes <input type="checkbox"/> No		PERCEIVED AGE: <i>(approximate age; report as a whole number)</i>		LIMITED OR NO ENGLISH FLUENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	PERCEIVED OR KNOWN DISABILITY: <i>(Select all that apply)</i>					
	<input type="checkbox"/> Deafness or difficulty hearing		<input type="checkbox"/> Mental health condition		<input type="checkbox"/> None	
	<input type="checkbox"/> Speech impairment or limited use of language		<input type="checkbox"/> Intellectual or developmental disability, including dementia		<input type="checkbox"/> * <i>Disability related to hyperactivity or impulsive behavior</i>	
	<input type="checkbox"/> Blind or limited vision		<input type="checkbox"/> Other disability			



## STOP DATA COLLECTION FORM

### Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519, and Gov. Code 12525.5

**REASON FOR STOP:** *(Select the primary reason for stop)*

- ☐ Traffic Violation: *(Specify type of traffic violation)* ☐ Moving ☐ Equipment ☐ Non-moving

*Code section related to violation:* \_\_\_\_\_

- ☐ Reasonable suspicion that the person was engaged in criminal activity

*Select all that apply to describe the basis of suspicion:*

- ☐ Officer witnessed commission of a crime  
☐ Matched suspect description  
☐ Witness or victim identification of suspect at the scene  
☐ Carrying suspicious object  
☐ Actions indicative of casing a victim or location  
☐ Suspected of acting as a lookout  
☐ Actions indicative of a drug transaction  
☐ Actions indicative of engaging in a violent crime  
☐ Other reasonable suspicion of a crime

*If known, Code for suspected violation:* \_\_\_\_\_

- ☐ Known to be on parole/probation/PRCS/mandatory supervision  
☐ Knowledge of outstanding arrest warrant/wanted person  
☐ Investigation to determine whether the person is truant  
☐ Consensual encounter resulting in a search  
☐ \* Possible conduct warranting discipline under Education Code (EC) 48900, et al

*Code Section:* ☐ 48900 ☐ 48900.2 ☐ 48900.3 ☐ 48900.4 ☐ 48900.7

*When EC 48900 is selected, specify the subdivision:* \_\_\_\_\_

- ☐ \* Determine whether the student violated school policy

**REASON FOR STOP – BRIEF DESCRIPTION:** *(Provide a brief explanation, 250 character maximum. This explanation should include detail beyond the general data values selected above. Do not include any personally identifying information of the person stopped or unique identifying information of any officer in this description)*

IV. REASON FOR STOP





## STOP DATA COLLECTION FORM

### Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519, and Gov. Code 12525.5

#### ACTIONS TAKEN: (Select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Person removed from vehicle by order  | <input type="checkbox"/> Baton or other impact weapon used  |
| <input type="checkbox"/> Person removed from vehicle by physical contact   | <input type="checkbox"/> Chemical spray used<br>(e.g., pepper spray, mace, tear gas, or other chemical irritants)                                       |
| <input type="checkbox"/> Field sobriety test conducted   | <input type="checkbox"/> Other physical or vehicle contact  |
| <input type="checkbox"/> Curbside detention  | <input type="checkbox"/> Person photographed  |
| <input type="checkbox"/> Handcuffed or flex cuffed   | <input type="checkbox"/> Asked for consent to search person<br>Specify if consent was given: <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Patrol car detention  | <input type="checkbox"/> Search of person was conducted <b>**Complete BASIS FOR SEARCH</b>  |
| <input type="checkbox"/> Canine removed from vehicle or used to search   | <input type="checkbox"/> Asked for consent to search property<br>Specify if consent was given: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Firearm pointed at person   | <input type="checkbox"/> Search of property was conducted <b>**Complete BASIS FOR SEARCH</b>  |
| <input type="checkbox"/> Firearm discharged or used  | <input type="checkbox"/> Property was seized <b>**Complete PROPERTY SEIZURE</b>   |
| <input type="checkbox"/> Electronic control device used  | <input type="checkbox"/> Vehicle impounded  |
| <input type="checkbox"/> Impact projectile discharged or used<br>(e.g., blunt impact projectile, rubber bullets, or bean bags) | <input type="checkbox"/> * Admission or written statement obtained from student   |
| <input type="checkbox"/> Canine bit or held person   | <input type="checkbox"/> None   |

#### BASIS FOR SEARCH: (Only applicable when the Actions Taken include "Search of person was conducted" and/or "Search of property was conducted. Select all that apply)

- ☐ Consent given
- ☐ Officer safety/safety of others
- ☐ Search warrant
- ☐ Condition of parole/probation/PRCS/mandatory supervision
- ☐ Suspected weapons
- ☐ Visible contraband
- ☐ Odor of contraband
- ☐ Canine detection
- ☐ Evidence of crime
- ☐ Incident to arrest
- ☐ Exigent circumstances/emergency
- ☐ Vehicle inventory (for search of property only)
- ☐ \*Suspected violation of school policy

**BASIS FOR SEARCH – BRIEF DESCRIPTION:** (Provide a brief explanation, 250 character maximum. This explanation should include detail beyond the general data values selected above. Do not include any personally identifying information of the person stopped or unique identifying information of any officer in this description. When the Basis for Search is "Condition of parole/probation/PRCS/mandatory supervision," this description is not required)

V. ACTIONS TAKEN



## STOP DATA COLLECTION FORM

### Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519, and Gov. Code 12525.5

VII. PROPERTY SEIZURE

**BASIS FOR PROPERTY SEIZURE:** (Only applicable when the Actions Taken include "Property was seized")

Select all that apply:

- ☐ Safekeeping as allowed by law/statute
- ☐ Contraband
- ☐ Evidence
- ☐ Impound of vehicle
- ☐ Abandoned property
- ☐ \* Suspected violation of school property

**TYPE OF PROPERTY SEIZURE:** (Only applicable when the Actions Taken include "Property was seized")

Select all that apply:

- ☐ Firearm(s)
- ☐ Ammunition
- ☐ Weapon(s) other than firearm
- ☐ Drugs/narcotics
- ☐ Alcohol
- ☐ Money
- ☐ Drug paraphernalia
- ☐ Suspected stolen property
- ☐ Cell phone(s) or electronic device(s)
- ☐ Vehicle
- ☐ Other contraband or evidence

VIII. CONTRABAND / EVIDENCE

**CONTRABAND/EVIDENCE DISCOVERED (IF ANY):** (Include any items discovered in plain view or as the result of a search)

Select all that apply:

- ☐ None
- ☐ Firearm(s)
- ☐ Ammunition
- ☐ Weapon(s) other than firearm
- ☐ Drugs/narcotics
- ☐ Alcohol
- ☐ Money
- ☐ Drug Paraphernalia
- ☐ Suspected stolen property
- ☐ Cell phone(s) or electronic devices(s)
- ☐ Other contraband or evidence

IX. RESULT OF STOP

**RESULT OF STOP:**

Select all that apply:

- ☐ No action
- ☐ Warning (verbal or written)

Code section(s) related to warning: \_\_\_\_\_

- ☐ Citation for Infraction  
(For local ordinances only)

- ☐ In-field Cite and Release

Code section(s) related to cite and release: \_\_\_\_\_

- ☐ Custodial arrest pursuant to outstanding warrant
- ☐ Custodial arrest without warrant

Code section(s) related to arrest: \_\_\_\_\_

- ☐ Field interview card completed
- ☐ Noncriminal transport or caretaking transport (Including transport by officer, ambulance, or another agency)
- ☐ Contacted parent/legal guardian or other person responsible for the minor
- ☐ Psychiatric hold (Welfare & Institutions Code sections 5150 and/or 5585.20)
- ☐ Referred to U.S. Department of Homeland Security (e.g., Immigration and Customs Enforcement, Customs and Border Protection)
- ☐ \* Referral to school administrator
- ☐ \* Referral to school counselor or other support staff